



City of Rochester Alarm Permit Application

Type or print. All copies must be legible.
INCOMPLETE FORMS WILL NOT BE PROCESSED

Alarm Location _____
Street No. _____ Street Name _____ Room/ Apt. No. _____

Occupant Name _____
e.g. Individual, Business, Government Bldg. Name, Name Commonly Used, etc.

☐ Initial Application ☐ Renewal Application, Current Permit No. _____

Office Use Only	
Permit Period 19 _____ TO _____	Permit Expires April 30, 20 _____
Permit No. _____	
Clerk _____	
Check No. _____	
Amount _____	
Date _____	

Type of Alarm: ☐ Burglary ☐ Robbery ☐ Trouble ☐ Fire ☐ Water Flow ☐ Emer. Med.

Type of User: ☐ Residence ☐ Business ☐ Government ☐ Non-Profit ☐ Financial

Type of Business or Activity _____

Hours of Operation _____

Mailing Address _____
Street No. _____ Street Name _____ City/State _____ Zip Code _____

Type of Alarm System: ☐ Central Station ☐ Bank Alarm ☐ Local ☐ Other

System Monitored By _____
Name _____ Address _____ Phone _____

System Make _____ Model _____ Installed By _____

Individuals With Alarm Location Keys to Respond in Case of Emergency (At least two (2) names)

1. _____
Name (Last, First) _____ Address _____ Phone _____
2. _____
Name (Last, First) _____ Address _____ Phone _____
3. _____
Name (Last, First) _____ Address _____ Phone _____

Instructions to Help Public Safety Personnel Respond to/Search Your Premises

Applicant _____
Name (Last, First) _____ Address _____ Phone _____

Signature _____ Date _____

Make checks payable to:
City Clerk, Rochester, New York

Mail or deliver all copies of your completed application to:
Alarm Permit
c/o City Treasurer
Room 100 A
30 Church Street
Rochester, New York 14614

INITIAL APPLICATION FEE:

\$10.00

PLEASE COMPLETE FORM

Selected general provisions of the ordinance

False Alarm - The activation of an alarm system by mechanical failure, malfunction, improper installation, negligence, accident, intention or any other cause which results in an emergency response when, in fact, an emergency situation does not exist. In the event that an alarm is activated by someone who genuinely believes there is the possibility of a burglary, robbery or fire, it will not be considered a false alarm.

An alarm user with more than three (3) avoidable alarms during a permit year may present evidence as to why any such alarm should not be classified as an avoidable alarm. Arrangements for such a review must be made with the Chief of Police or Fire Chief, in writing, within ten (10) days of the date of notification of the false alarms incurred in the current period.

Operation of an alarm system without a permit shall subject the violator to a civil penalty of \$100.

All local alarms shall become deactivated and silenced automatically after a period of time not to exceed fifteen (15) minutes. Violators shall be subject to the penalties set forth in Section 13A-11 of the Municipal Code.

How automated alarms are to be used

Robbery alarm - to report the forcible stealing of or attempt to steal property from another person, e.g., hold-up.

Burglary alarm - to report the stealing or attempt to steal another's property without the use of force, e.g., stealing from a home or business.

Trouble alarm - to report a situation where a robbery or burglary has not taken place but which requires immediate police assistance.

Fire alarm - to report when the detecting element of an automatic alarm is exposed to fire, smoke or abnormal rise in temperature.

Water flow alarm - to report when an audible or electronic alarm detects any flow of water from a sprinkler or stand pipe system.

Emergency medical alarm - to report a serious medical problem which requires an emergency medical response.

* Alarm systems which are interconnected or otherwise transmit signals directly to the Emergency Communications Center shall be subject to the laws, rules, regulations and penalties adopted by the County of Monroe relating to such systems.